

**Summer Swim League  
Annual Coordinator Meeting  
March 16, 2011  
Minutes**

**I. Introduction of Sponsors**

- A. Prior to the business meeting, Summer Swim League sponsors provided brief introductions and summaries of their services.
- B. All sponsors provided flyers and contact information at the vendor tables prior to the beginning of the coordinator meeting.
  - a. Atlanta Swim Academy – providing team suits, coaches’ certification classes, swim lessons and year around swim team.
  - b. Score Photo – 23 years providing team pictures. No packages to buy, photos available by e-mail. Provide coaches plaques at no charge.
  - c. Active Network – HyTek software solutions for team management
  - d. AdPro Designs – providing team t-shirts and spirit wear customized for your team. Fundraising available on spirit wear. All items delivered to your pool.
  - e. Letter Perfect Engraving – providing trophies and awards, delivered to your pool.
  - f. Baby Tommy’s NY Pizza - fundraising pizza sales, pizza delivered to your pool.
  - g. Kastaway Swimwear –Team suits, goggles, caps available. Will host a fitting at your registration or you can host your own and earn \$150 gift certificate with the sale of 30 suits. Team pricing available in store and online.
  - h. Chattahoochee Gold – hosting coaching clinics for summer league coaches on 4/25-28 and 5/2-5. Covers professionalism, coaching drills, stroke technique. \$45 per person, limit of 15 per session, first come first serve. Information at goldswim.com.
  - i. Photo Ventures – team photos since 1995. Will guarantee a photographer and assistant, risers for team photos. Offer 6 different packages under \$25, free button for parents, free coaches’ plaque or poster.
  - j. Free Swim Website – totally FREE website for your swim team, there are ads on the site, you may choose an ad free site for \$50. Currently serving 200 teams. Partnered with Friends Unlimited. Offering a ribbon book fundraiser, trophies/awards in bulk with discount.

- k. Rita's – order ice for sales at swim meets \$80 for 100 cups. Will also cater a cart for your team and team gets 15% of sales.

- C. Patricia Hobbs thanked sponsors for their support of the league which allows continuous improvement of the county meet.

## II. Official call to order for business meeting at 7:40 p.m.

## III. Call for nominations

- A. Retirement of league Co-Presidents Jeannie and Steve Turner announced by Patricia Hobbs. Ms. Turner presented with flowers and gift in thanks for serving with Steve as league Co-Presidents since 1996.
- B. Slate of officers presented for approval
  - 1. President – Patricia Hobbs
  - 2. Secretary – Mary Campbell
- C. Vote to approve new President and Secretary as slated as no new nominations were heard. Motion by Craig Cochran to approve new officers, second by Wesley Slade. Vote unanimous, new officers approved.

## IV. Approval of Minutes from 2010 meeting

- A. Minutes from the 2010 Summer Swim League Coordinators Meeting were e-mailed to coordinators and are available at Mountain View Aquatic Center.
- B. Reading of the minutes was waived and a motion made by Wesley Slade and second by Sheila Shelton to approve as written. Motion passes; minutes approved as written and will remain on record for review by request.

## V. League Restructuring – Peter Conrady

- A. History – A committee of swim team coordinators and the 2010 Executive Board developed a proposal to restructure the Cobb County Swim League to attempt to make the teams in each division geographically closer. This was a direct result of teams filing complaints about distances being traveled to attend meets.
- B. Process – Team locations were identified by zip codes and then separated into regions. It was determined that there will be four zones (northeast, northwest, central and east) with three divisions in each zone (gold, silver and bronze). Teams were then placed on a map and the divisions and zones were determined. The new divisions and zones were presented to the Executive Committee at their meeting on February 16, 2011 for approval. The restructuring was unanimously

approved by the Executive Committee and the process was returned to the Restructuring Committee for final team placements. The teams were assigned according to Cobb Summer Swim League by-laws to determine their division. Once the placement was complete, the information was e-mailed to all team coordinators for review and corrections.

- C. Questions/Answers – Will the zones be reviewed at year end? Yes, the system will be reviewed and corrections made as needed, including integration of new teams.
- D. Call to approve new restructuring of the Cobb County Summer Swim League. Motion made by Kim Johnson to approve the new structure, second by Wesley Slade. Motion passes and the 2011 season will follow the new structure.

#### VI. Meet Manual 2011

- A. Patricia Hobbs reviewed meet manual changes.

- 1. Relay scoring lanes – home team MUST BE lane 2, visiting team MUST BE lane 3. New scoring sheets will reflect this information.
- 2. All heats must be combined at least 24 hours prior to the meet. Failure to do so will be considered a MAJOR infraction. The home team should initiate contact with visiting team. If combining boys and girls heats of a relay, that may be done on the day of the meet. If a coach is unable to contact the opposing team, please notify your Division Representative and Peter Conrady as soon as possible.
- 3. The visiting team must provide a copy of the score sheet to the referee at the end of each meet.

- B. Call to approve the changes to the 2011 Meet Manual. Motion to approve by Peggy Davidson, second by Jill Herring. Vote to approve changes to manual passed.
- C. 2011 Meet Manual copies distributed to some coordinators, Meet Manual available on line at the Summer Swim League website.
- D. Ms. Hobbs encouraged all coordinators and coaches to read the manual prior to the beginning of the season. Some common problems that occur include the swimming of children in multiple age groups and incomplete roster information.

#### VII. By – Law changes

- A. Patricia Hobbs presented by-law changes necessary to reflect the changes in structure for the league. Motion to approve by-law changes made by Kim Johnson second by Wesley Slade. Vote to approve by-law changes passed.

## VIII. 2010 Penalties/Infractions

- A. Peter Conrady reviewed infractions. Handout of information in coordinator folder.
- B. There were 18 teams with relay infractions. Remind coaches that once a swimmer swims up an age group, they must remain in that age group for the meet. Also, swimmers can only swim in one free relay and one medley relay.
- C. Other infractions included swimmers participating in too many events and swimming up more than one age group.
- D. All rosters must include swimmer name, date of birth, address, phone numbers and USA identification numbers (if applicable). Incomplete rosters will not be accepted.
- E. In the past, Sue Carducci has called teams to warn them if there were infractions. This year, there will be no warnings and infractions will be recorded beginning at the start of the season.

IX. Summer Swim Sponsorship program reviewed by Peter Conrady. Sponsors still being accepted. Information on sponsorship in the coordinator folders.

## X. Executive Council

- A. Peter Conrady thanked the Division Representatives who attended the February meeting.
- B. Executive Council is made up of the Division Representatives and the Executive Board. They meet once a year to review the previous year and discuss any changes that may need to be made.
- C. Division Representatives are selected by each division in each zone. They must be a coordinator for their team.
- D. Division Representatives are the direct contact for coordinators in their division for questions and problems relating to meets. They also are responsible for providing the scores for the meets to the county representatives at [summer.league@cobbcounty.org](mailto:summer.league@cobbcounty.org) and [peter.conrady@cobbcounty.org](mailto:peter.conrady@cobbcounty.org). All coordinators should e-mail final meet scores as soon as possible to their representative who will then pass the information on to Peter Conrady for posting on the website.

## XI. Dates to remember

- A. Patti Wilder State Qualifying Meet - July 8, 9 and 10, 2011 at MVAC. Festival events will be held during the meet (water slide, etc.).
- B. Entry deadline for Patti Wilder meet is July 1, 2011 at 5 pm.

- C. GRPA State Meet – Carrollton, GA, July 22 and 23.
- D. Georgia Games – Meet open to all swimmers, do not have to attend as a team.  
Youth swim meet June 18. Open water swim July 16 at Lake Acworth.

## XII. Referee Information

- A. Jeff Seiden stated there are no referee rule changes for 2011. Disqualifications will begin for 13/14 and 15-18 age groups in week 2 and will be applicable to all age groups except 5/6 for the remainder of the season. Week one and 5/6 disqualifications will be done for safety reasons only.
- B. There will be a starter's clinic for all new starters at MVAC on May 7 at 10 am and on May 17 at 7 pm. Any starter who hasn't attended in the past must do so. Remember starter and announcer MUST be 2 different people.

## XIII. Red Cross Classes/Certifications

- A. Information sheet in coordinator folder regarding training classes.
- B. All coaches training will be at MVAC or CAC. Lifeguard classes will also be held at the south and west pools.
- C. At least one certified coach must be on deck. Not all team coaches have to be certified.

## XIV. Scores and Scoring

- A. Sue Carducci reviewed scoring rules and encouraged coordinators to review the scoring information provided in the Meet Manual.
- B. Lanes 1-4 score, home team swims in the even lanes, visiting team odd. Lane 5 is to be shared, if necessary. Lanes 5 and 6 never score unless being used to combine events.
- C. Heat one is the scoring heat.
- D. Please note "DQ" on score sheet in the appropriate lane. Do not put a line or an x to indicate a disqualification.

## XV. Rosters

- A. Please remember to provide complete contact information for each swimmer and check the "include contact information" box in the Hy-Tek system when submitting your roster.
- B. The system will create ID for USA swimmers. USA ID is structured as follows – birthdate, first 3 letters of first name, middle initial and first 4 letters of last name. For example Sue P. Jones, birthdate May 1, 1999 would read 050199suepjone.

- C. You may add swimmers to your roster but you may not remove swimmers. If you have 120 swimmers at roster turn in, you have until 5 pm the day of the first meets to add swimmers. If you have fewer than 120 at roster turn in, you have until 5 pm the day of the 4<sup>th</sup> meet to add swimmers.
- D. Any changes to the rosters must be received by 5 pm the night of the meet. Roster changes should be sent to Sue Carducci at [suecarducci@msn.com](mailto:suecarducci@msn.com).
- E. Swimmers may not swim for more than one team or more than one county. If a neighborhood contains two different counties, the swimmer who swims for Cobb but lives in the other county can swim in the state meet. The swimmer MUST live in the team neighborhood to qualify. If you have questions regarding out of county swimmers, please contact Peter Conrady

#### XIV. Hy-Tek

- A. Please do not use Team Manager 4.0. There is no support from Hy-Tek for this version and it is no longer compatible with other systems. Team Manager 5 and 6 are both compatible.
- B. Please upgrade to Meet Manager 3 as soon as possible. This is not required this year, but will be required in 2012.
- C. Hy-Tek training will be provided. Dates will be e-mailed to coordinators.

#### XV. Schedule reminders

- A. Teams that had 2 home meets last year have first opportunity to host 3 meets this year. Zone/division sheets in coordinator folders indicate teams with 2 and 3 meets in 2010.
- B. Teams with meets on Memorial Day should agree on a make-up day within the first week of meets.

#### XVI. General Reminders

- A. Home teams should provide water to all volunteers and referee during the meet. Bottles of water are preferred as volunteers cannot leave positions to refill cups.
- B. Please review page 14 of the Meet Manual to determine what the home and visiting teams are responsible for providing during meets. Visiting teams should be sure to bring all forms, paperwork necessary as home teams may not have extras.

#### XVII. Break out group instructions

- A. Folders on table contain season meet schedule sheets. When schedule is complete, please leave one completed form in the folder for county use.

B. Coordinators to meet at tables labeled for their zone/division.

Coordinators dismissed to tables for schedule planning and business meeting adjourned at 9:00 pm.

Respectfully Submitted March 22, 2011,

Mary Campbell, Secretary

Cobb County Summer League